



## Amy L Jakubin

### ***Executive Assistant***

Bill Hanna- President & CEO  
Sherri Ziller- Chief Operating Officer  
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### **CONTACT:**

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### **Professional Experience:**

Amy Jakubin, a resident of Crown Point Indiana, is the Executive Assistant at the Northwest Indiana Regional Development Authority [RDA]. She has been with the organization since 2011 working as a contractor and was hired as a full-time employee in December 2012. As the Executive Assistant to the President and CEO and Chief Operating Officer, Amy is responsible for managing the administrative aspects of RDA projects as they relate to scheduling, logistical coordination, communication, organizing, managing and reporting. Amy is also responsible for general fiscal and office management functions and directly supports the Chief Operating Officer in addition to the President and CEO. This position performs, coordinates and oversees technical and office administrative duties in support of the RDA and its Advisory Board. The position provides highly sensitive support to the President and CEO and Board of Directors. Responsibilities require the exercise of independent judgment, technical knowledge of the specific area of assignment and of overall community activities. During her time at the RDA Amy

has proven to be a highly dynamic, energetic, and reliable professional who is always willing to be challenged with new opportunities while maintaining a positive attitude and produces high quality work.

Prior to joining the RDA, Amy worked as a Nursing Assistant/Preceptor for Manor Care in Homewood Illinois. Amy worked for the company for four years and had made an impact in many lives. During that time she was employee of the month and promoted to become a Preceptor, which gave her the opportunity to train new employees and become their mentor.

Amy obtained her AA in Psychology as well as a Nursing Assistant certification through South Suburban College in Homewood Illinois in 2008 and wants to continue her education with the plans of acquiring her Masters in Business Administration. In her free time she enjoys reading, running and kickboxing.

### COMMUNITY INVOLVMENT

- Leadership Northwest Indiana, Member, 2014-Present
- United Way Volunteer, 2014-Present
- SERV-IN Volunteer, 2013-Present

### EDUCATION, CERTIFICATES & TRAINING

- Capella University, B.A. Business, 2016
- CRP/First Aid Certified, 2008-Present
- SHRM [Society for Human Resource Management], Member, 2014-Present
- South Suburban College, AA, Psychology, 2008
- Nursing Assistant Certification, 2008